



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Public Posting**

**POSTING #:** 17-00108

**TITLE:** Personnel Trainee

**ISSUE DATE:** 3/25/2017

**TITLE CODE:** 63250

**CLOSING DATE:** 4/15/2017

**DIVISION:** Human Resources

**LOCATION:** Ewing

**UNIT:** Employee Operations

**RANGE:** P95

**SALARY:** \$39,145

**WORK WEEK:** 35-hour

**OFFICE DESCRIPTION**

The New Jersey Department of Transportation is accepting applications for candidates interested in a **Personnel Trainee** position for the Division of Human Resources. Personnel Trainees are assigned a 35 - hour work week. Current starting salary is \$39,145.55 and after six months is \$40,925.09. Benefits include medical, prescription drug, dental and pension.

Within the Division of Human Resources, the Office of Employee Operations is responsible for providing support to all NJDOT employees and management regarding the procurement and delivery of training and employee development programs, payroll processing, time keeping (eCATS), the maintenance of the state's personnel management information system (PMIS), and employee performance assessment reviews (PAR) utilizing the ePAR system.

**POSITION DESCRIPTION**

Under the supervision of the Manager, Office of Employee Operations, will receive on - the - job training related to review and processing of training requests submitted by management and employees; gathering and analyzing information to determine training needs and outcomes and recommending options to management. This position will be responsible for entering data, updating records and running appropriate reports in the state's Learning Management System (LMS); prepare correspondence to employees, management and vendors to ascertain and obtain information on training programs; review requests for training and assist in making appropriate recommendations on course options or alternatives.

This position will also be responsible for assisting employees with the processing of timekeeping records and preparation of the Department's bi - weekly payroll. Assists with the maintenance of the Department's timekeeping and cost accounting system.

This position requires the ability to perform difficult technical work in a fast – paced environment; the ability adapt quickly to changing circumstances; ability to multi - task and to independently prioritize assignments.

**Preferred Qualities/Experience**

- Candidates with strong skills in customer service, preparation of correspondence and technical writing and exceptional software skills (Microsoft Office: Excel, Word, PowerPoint, and Outlook)
- Strong analytical skills
- Comfortable delivering presentations/public speaking;
- Knowledge/experience with adult education, training programs; or purchasing/procurement is a plus.
- Strong research skills;
- Degrees in Human Resource Management and Business Administration are preferred.

## REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/63250.htm>

**Work Authorization:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student/OPT program, F1 or H1B work authorization visas.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

## TO APPLY

**Submit letter of interest, current resume, unofficial transcript OR foreign degree evaluation, and a completed New Jersey State Application for Employment by closing date.**

**Paper applications are no longer accepted. You must follow instructions on how to submit electronically.**

**Application can be found at: <http://www.state.nj.us/transportation/about/employ/process.shtm>**

**Important Notice: Applicants cannot apply through internet sites such as INDEED, DiversityJobs, or JustJobs. You MUST apply through the NJDOT Employment website in order to be considered.**

### **Note on degree information:**

You must provide transcript or evaluation of your UNDERGRADUATE degree. Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by - course evaluation.

Candidates will NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.